

Guidelines for First (1st) Annual Reports

Issued December 2001

USAID/DCHA/PVC - Child Survival Grants Program

Submission Instructions

1. Please complete the Annual Report by following the outline provided below.
 - All annexes should be in English or accompanied with a translation.
 - Use a 12-point font that is clearly legible.
2. On the Annual Report cover page please include the following: Name of PVO, program location (country and district), cooperative agreement number, program beginning and ending dates, date of submission, and (on the cover or on the next page) the names and positions of all those involved in writing and editing the Annual Report.
3. The Annual Report is due at DCHA/PVC on or before October 31st. DCHA/PVC suggests that programs allow sufficient time for fieldwork, writing, and editing. Failure to submit an Annual Report on time to DCHA/PVC could result in a material failure, as described in 22 CFR 226.61. If there are circumstances beyond the PVO's control that have had an impact on the ability to complete the Annual Report on time, contact DCHA/PVC as soon as possible.
4. Send DCHA/PVC (address below) the original and one (1) copy of the Annual Report, and one diskette of the Annual Report in Microsoft Word 97. The original hard copy of the Annual Report should be one-sided and unbound. The hard copy of the Annual Report should be double-sided, and bound separately. Annual Report annexes that are available in hard copy and not on disk may be excluded from the version submitted on diskette.

To: Sheila Lutjens, Chief
Attention: Nicole Barcikowski, Program Assistant
USAID/DCHA/PVC – Child Survival Grants Program
Room 7.6 – D
Washington, DC 20523-7600

5. Send CSTS (address below) a one-sided unbound copy, and an electronic copy (by email or diskette). If additional CATCH indicator information is available, please send complete records for each CATCH indicator.

Attention: Deborah Kumper, Administrative Assistant
ORC MACRO – Child Survival Technical Support Project (CSTS)

11785 Beltsville Drive
Calverton, MD 20705
dkumper@macroint.com

6. Send one copy of the Annual Report to the concerned USAID Mission.
 7. In accordance with USAID AUTOMATED DIRECTIVES SYSTEM (ADS) 540.5.2, please submit one electronic copy of the Annual Report to the USAID/PPC/CDIE Development Experience Clearinghouse (DEC). Please include the Cooperative Agreement number on the electronic Annual Report submission. Electronic documents can be sent as email attachments to docsubmit@dec.cdie.org. For complete information on submitting documents to the DEC, see <http://www.dec.org/submit/>.
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Technical Instructions

PVOs are encouraged to use the annual report as an internal tool for critically reviewing the program's progress, before using it as an external communication and accountability tool. As an annual monitoring exercise, the program team may wish to think about/discuss the strengths of the management system that is in place, and the weaknesses limiting the program's movement toward its long-term goals.

Please address the following items in the First (1st) Annual Report.

- A. What are the main accomplishments of the program? What has the program done well? What factors have contributed to these accomplishments? How is the DIP (including the budget) being used? Has it been translated and shared with program staff and local partners?
- B. What factors have impeded progress towards achievement of the overall goals of the program and what actions are being taken by the program to overcome these constraints?
- C. In what areas of the program is technical assistance required?
- D. Describe any substantial changes from the program description and DIP that will require a modification to the Cooperative Agreement, and discuss the reasons for these changes. Ensure that the annual report uses the program's monitoring plan to describe progress, gaps and the programmatic responses engaged in, or proposed (eg. How data's being used for monitoring).
- E. If specific information was requested at the DIP consultation for this program, please provide the information as requested. For each issue raised in the DIP consultation, provide a thorough discussion of how the program is addressing the issue.

For Cost Extensions: Review the DIP phase-out plan and describe steps taken, targets reached, and constraints to date. Discuss the current expectations on progress towards phase out, and how they have evolved/changed over the last year.

- F. Describe the management systems that have been set up to ensure that the program runs smoothly, and include a discussion of any factors that have positively or negatively impacted the overall management of the program during the first year.
- Financial management system – core elements in place, and those yet to be developed, including a timeframe, and “costing” exercises/training for program staff and partners
 - Human resources, lines of command developed, reporting and supervision, staff turnover
 - Communication system and team development
 - Relationships with local partners, and tools used to facilitate these relationships (how is the PVO doing as assessed by the local partner?)
 - PVO coordination/collaboration in country with other PVOs, USAID Mission, collaborating agencies, etc.
 - Other relevant management systems
 - If an organizational capacity assessment of any kind has been conducted during the LOP, including a financial or management audit, describe how the PVO/program has responded to the findings.
- G. If a topic in these guidelines does not apply to the program, please indicate this in the Annual Report. If the program has not yet obtained sufficient information to fully describe an element, then please describe plans to obtain this information.
- H. Include in the Annual Report **other relevant aspects** of the program that may not be covered in these guidelines.